

SAS Student Acceptable Use Practices

When using your notebook computer or the SAS network, you must abide by the Shanghai American School Eagles and proper ethical behavior. This includes:

* Respect and Caring for Self
* Respect and Caring for Others
* Sense of Belonging
* Social Responsibility

Students are responsible for good behavior while using SAS network resources, just as they are in a classroom or a school hallway. General school rules for behavior and communications apply to online environments. Student access to the SAS computer network is provided for students to complete assignments, conduct research, and communicate with others for school related activities. Other activities may be deemed inappropriate.

Outside of school, families bear responsibility for such guidance because they exercise similar responsibility with such information sources as desktop computers, television, telephones, movies, radio and media.

Keeping your notebook computer safe is also your responsibility. Use common sense; any damage caused to your notebook due to negligence or theft of the notebook is not covered by the Apple Care Warranty and may not be covered by any private insurance your family may have. The following suggestions will help you to keep your computer safe and in good working order:

* To eat and/or drink near the notebook is asking for trouble. There should never be any food or drink around the notebook either at school or at home.
* Inserting foreign objects (paperclips, pens, etc.) into the ports (openings) of the computer will cause damage.
* Use the computer on a flat, stable surface.
* Always use a case or sleeve to help protect your computer.
* After shutting down/powering off the notebook, it should be gently closed from the top center of the screen.
* Never, leave the notebook computer unattended anywhere, anytime!

The computing and communication facilities and services provided by SAS are for teaching, learning, and administration. Failure to follow SAS Acceptable Use Practices and Procedure will be considered a breach of the school’s behavioral code and may subject the student to both disciplinary action by the school and/or potential legal action.

\*This is an abridged version of the SAS Acceptable Use Practices and Procedure. The policy in its entirety and other policies related to the notebook program can be found at <http://tinyurl.com/ny9cv6o> . Please take a few minutes to locate and become familiar with the information contained in this policy.

SAS Student and Parent   
Statement of Understanding

As a “Responsible User” I agree to:

* actively use my MacBook for educational and school related activities.
* take care of the MacBook at all times - I recognize that it is an expensive learning tool and I will treat it with respect and take special care to keep it from being damaged or used inappropriately.
* secure my MacBook at all times and not use another student’s MacBook without permission.
* keep my password private and never use anyone else’s password.
* make my MacBook computer available for regular random checks to monitor the usage, compliance with approved standards.
* permit SAS staff to access the school-assigned email account, web pages, and any other computer based materials on the MacBook or network storage locations.
* send and display only school-appropriate messages, pictures, music, or any other media.
* use language appropriate to a classroom at SAS when communicating in an online environment.
* conduct myself appropriately when interacting with others in an online environment.
* be responsible for all of my data and will regularly BACK-UP my files.
* use only school-appropriate applications on my MacBook while at school and understand that by not doing so I may be subject to disciplinary consequences.
* be entirely responsible for all data and files stored on my MacBook notebook.
* ensure that I have the rights to all applications and files that are on the MacBook.
* protect my personal privacy when I am online by not revealing my home address. phone number, or other information of a personal nature.
* not to copy or share software supplied by SAS with others.

Students found to be using their computers inappropriately will face disciplinary action.

By signing our names below, both parent and student both declare that we have read, understood and agree to abide by the SAS Acceptable Use Guidelines.

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| <merged data> |  | <merged data> |  | <merged data> |
| Student ID # |  | Grade |  | SAS WebID |
| <merged data> |  |  |  |  |
| Student Printed Name |  | Student Signature |  | Date Signed |
|  |  |  |  |  |
| Parent/Guardian Printed Name |  | Parent/Guardian Signature |  | Date Signed |